

RECORDS RETENTION SCHEDULE

GC 27707

Submit three copies to: Department of General Services, California Records and Information Management, 707 Third St. 2nd Fl., W. Sacramento, CA 95605.

A CalRIM Consultant may be reached by phone at (916) 375-4404, by fax at (916) 375-4408 or by email at CalRIM@dgs.ca.gov

(1) DEPARTMENT, BOARD OR COMMISSION Department of Motor Vehicles		(2) AGENCY BILLING CODE 51805	(3) PAGE 1 OF 2 PAGES	
(4) DIVISION/ BRANCH/ SECTION Registration Operations Division, Registration Processing Section		(5) ADDRESS 2415 1st Ave. MS E169 Sacramento, CA 95818		
CHECK THE APPROPRIATE BOX				
(6) <input type="checkbox"/> New schedule of records that have never been scheduled. [Complete boxes (9) – (12)]				
(7) <input checked="" type="checkbox"/> Revising a previous schedule. [Complete boxes (13) – (16)] (A new approval number will be assigned.)				
(8) <input type="checkbox"/> Amending some pages of a previous schedule. [Complete boxes (13) – (16)] (The original approval number will remain in effect.)				
NEW SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER DMV-ROD-007	(10) SCHEDULE DATE 7/26/07	(11) NUMBER OF PAGES 2	(12) CUBIC FEET (Total Schedule) 16
PREVIOUS SCHEDULE INFORMATION (If applicable)	(13) SCHEDULE NUMBER 101-DMV-ROD	(14) APPROVAL NUMBER 02-158	(15) APPROVAL DATE (S) 05/06/2002	(16) PAGE NUMBER(S) REVISED – 1 1-2

(17) MISSION/FUNCTIONAL STATEMENT :

The function of the Registration Processing Section is to provide first class customer service and actively seek innovative ideas and new technological changes and enhancements that will improve the Vehicle Registration Program.

PART I – AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on this records retention schedule, I certify that all records listed are necessary and that each retention period is correct. For revisions, all items on the previous schedule are included or accounted for on the recapitulation. Vital records identified by this schedule are protected. If protection is not currently provided but plans are underway, the details of such plans are shown in Column 45, Remarks.

(18) SIGNATURE – MANAGER RESPONSIBLE FOR THE RECORDS <i>Pandi Carden</i>	(19) TITLE Branch Chief	(20) PHONE NUMBER 657-8751	(21) DATE SIGNED 6/29/07
In accordance with Government Code 14755, approval of this Records Retention Schedule by the Department of General Services is hereby requested. Retention periods shown have been established in accordance with the criteria set forth by Section 1667 of the State Administrative Manual.			
(22) SIGNATURE – RECORDS MGMT ANALYST <i>Jim Merchad</i>	(23) CLASSIFICATION Records Management Coordinator	(24) NAME (Printed or Typed) Jim Merchad	(25) PHONE NUMBER 916 657-7448 5623
		(26) DATE SIGNED 7/27/07	

PART II – DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)

(27) SIGNATURE – CalRIM CONSULTANT <i>Jacinto C. Sanchez</i>	(28) APPROVAL NUMBER 07-320	(29) DATE SIGNED 12/7/2007	(30) EXPIRATION DATE 12/7/2012
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PART III – ARCHIVAL SELECTION (Per Government Code Section 14755)

THE ATTACHED RECORDS RETENTION SCHEDULE:

- (31) ☒ Contains no material subject to further review by the California State Archives
- (32) ☐ Contains material subject to archival review. Items stamped "NOTIFY ARCHIVES" may not be destroyed without clearance by the California State Archives. (Per Section 1671 of the State Administrative Manual.)

(33) SIGNATURE – CHIEF OF ARCHIVES OR DESIGNATED REPRESENTATIVE

(34) DATE SIGNED

CALIFORNIA
STATE ARCHIVES

07-320

SCHEDULE #
DMV-ROD-007

(36)

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ITEM #	CUBIC FEET *	CA. STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Double spaces between items)	MEDIA	VITAL	RETENTION				PRA (Exempt) & IPA	REMARKS
						OFFICE	DEPT.	SRC	TOTAL		
(37)	(38)	(39)	(40)	(41)	(42)	(43)	(44)	(45)	(46)	(47)	(48)
1	8		<u>Program Management</u> Reports [Statistical (paper, monthly), Inventory (e-mail, daily) and Overtime (e-mail, periodical) reports concerning Reporting Units under this Section's direction]	P/M		Active+2			3		Active until revised or superseded. Recycle.
2			Subpoenas; Small Claims Court Witness								Deleted – working copies only.
3			Correspondence Files (Responses to Governor, legislative and customer inquiries, intradepartmental)								Deleted – working copies only.
4	*		<u>Administrative Management</u> Personnel and Related Documents	P		Active			Active	XI	Active until employee separates, transfers, retires or until unit disbands per IPA 1798.1 and PRA GC 6250 et seq.; thereafter, files forwarded to Administrative Services Division or confidentially destroyed.
5	8		Office Administrative Files (Files accumulated related to the internal administration or housekeeping activities of the office rather than the function for which the office exists)	P		Current			Current		Current until revised or superseded. Recycle.
6			Budget Expenditures and Related Reports (Budget revisions, transfer of budget allotments, expenditure reports, and financial activity reports)								Deleted – working copies only.
7			Procurement and Supply Documents (Standard forms for leases, standard agreements, space action requests, purchase estimates or orders)								Deleted – working copies only.
8			<u>Records Management</u> Records Retention Schedules STD. 73	P		CURRENT			CURRENT		RETAIN AS CURRENT UNTIL REVISED. NOTE, ALTHOUGH REVISIONS ARE REQUIRED EVERY 5 YRS. FROM THE DATE APPROVED BY CALIFIM(DOS) RRS THAT ARE NOT REVISED REMAIN IN EFFECT BUT ARE CONSIDERED NOW CURRENT. RETAIN AS CURRENT UNTIL NEXT INVENTORY OR WHEN NO LONGER NEEDED FOR REVISIONS OR ANALYSIS WHICH EVER IS LATER
9			Records Inventory Worksheets, STD. 70	P		CURRENT			CURRENT		
Total:	16 C.F.										

* Provide total of office and departmental